

MIMP Annual Status Report

I. Introduction

- A. Name of Institution: *Children's Hospital and Regional Medical Center*
- B. Reporting Year: *2002*
- C. Major Institution Contact Information
1. Contact Person(s): *Suzanne Petersen
Director, Community, Government Affairs
and Advocacy
Sarah Erickson
Assistant Director, Community,
Government Affairs and Advocacy*
 2. Mailing Address: *4800 Sand Point Way NE, P.O. Box 5371
Seattle, WA 98105-0371*
 3. Phone Number: *(206) 987-2125; (206) 987-3881*
 4. Fax Number: *(206) 987-3830*
 5. Email Address: *Suzanne.Petersen@seattlechildrens.org
Sarah.Erickson@seattlechildrens.org*
- D. Master Plan Adoption Date and Date of Any Subsequent Amendments:
- Master Plan: *September 1994*
- Minor Amendment: *October 1996*

II. Progress in Meeting Master Plan Conditions

- A. Provide a general overview of progress made in meeting the goals and conditions of the approved Master Plan.

The Children's Hospital Major Institution Master Plan authorizes 262,630 square feet of new development. Since the approval of the Children's MIMP in September 1994, Children's has renovated existing space and added approximately 18,980 square feet of new space on its campus. This leaves current remaining "net new development" of 243,650 allowed under the approved MIMP. Children's has completed on schedule perimeter street improvements and other conditions triggered by development to date. The Whale Garage opened for use March 4, 2002. The first major clinical project under the MIMP, the Inpatient Building, project #10, is under construction at this time, and when complete will be approximately 80,496 square feet.

- B. In addition, list each condition and provide a brief narrative statement about the progress made towards compliance. This statements should include information explaining progress (ranging from complete compliance, partial-compliance to non-compliance and strategies used (successful or unsuccessful) in meeting the condition plus, when applicable, what future measures will be pursued to reach compliance.

Conditions of Master Plan Approval	Progress Toward Compliance
<i>MIO HEIGHT DISTRICTS REZONE</i>	
<p>1.a. The 90-foot height district established for the site of Project #10, the Inpatient Wing, is restricted to permit a building height of no more than 74 feet not to include additional floors of height beyond that proposed in the Master Plan. An allowance shall be made or additional height for Project, the Inpatient Wing, to permit mechanical equipment penthouse and similar rooftop features that do not exceed 15 ft. in height and cover no more tan 25% of the roof area, provided the features are not enclosed or have view-obscuring screening. The upper level bulk of the Inpatient Wing structure shall be reduced by stepping back the top three levels from the northwest corner for a total gross floor area reduction of no less than 18% from the gross floor area of the lower level as depicted in Table 3 in the FMIMP.</p>	<p><i>Master Use Permit was issued for Project #10, Inpatient Wing, by the DCLU May 23, 2002.</i></p> <p><i>The overall height of the Inpatient Wing has been reduced from what is allowed in the MIMP. Instead of a 74-foot building plus rooftop features, the proposed Inpatient Wing currently under construction is approximately 54 ft. in height plus rooftop features.</i></p> <p><i>As a result of the decreased overall height of the Inpatient building, from the height approved in the MIMP, the top two floors will be stepped back in the northwest corner of the building, for a floor area reduction of over 30% from the gross floor area of the lower level.</i></p>
<p>b. The 70 foot height district established for the site of Project #6A, the Research Clinic, is restricted to permit a building height of no more than 54.5 feet not to include additional floors of height beyond that depicted in the proposed Master Plan</p>	<p><i>Not yet developed.</i></p>
<i>MASTER PLAN APPROVAL</i>	
MUP Review of Future Development	
<p>1.a Development projects under the Master Plan subject to SEPA review in the MUP process shall be reviewed to define project-level impacts and mitigate project-specific impacts. Specialized consultant studies, as appropriate, and mitigating measures as necessary may be required by the director to address: construction noise and traffic; operational noise, traffic and on-street parking;</p>	<p><i>In compliance. Accomplished for projects undertaken to date. See EIS Addendum for Proposed Parking Garage – January 2001 and EIS Addendum for</i></p>

light and glare affecting nearby residential properties; and other environmental concerns.	<i>Proposed Inpatient Wing -- March 2002.</i>
b. Any proposed adjustments in the building heights shown in Figure 8 of the Master Plan, which would compromise the strategy of terracing or stepping up heights from the edges of the campus to the center of the core area as mitigation for height, bulk and scale impacts on the adjacent residential areas, shall be considered major amendments to the Master Plan.	<i>No adjustments proposed.</i>
2. During project-level review, the Director shall require on air quality study to identify impacts and mitigating measures associated with the operation of the proposed parking garage.	<i>In compliance. See Parking Garage EIS Addendum January 2001, pages 20-31.</i>
3. Mitigating measures imposed by the Director on specific development projects can include, but need not be limited to: <ul style="list-style-type: none"> • Limiting construction activity to nonholiday weekdays, from 8:00 am to 5:00 pm • Shielding and baffling noisy equipment to reduce noise • Using of electric rather than diesel or gas-powered machinery • Using pneumatic tools with the lowest possible noise generation • Mixing concrete off-site • Keeping construction vehicles away from residential areas • Directing all noisy and/or ventilating equipment towards the center of the campus rather than toward surrounding residential properties • Shielding and controlling illumination so that it shines downward and does not reach beyond the campus boundaries • Using glass with low reflectivity, providing window recesses and overhangs, and allowing no large expanse of reflective exterior material 	<i>Complied with each measure on all projects.</i>
Prior to Approval of the First Master Use Permit	
4 a. A Memorandum of Agreement regarding implementation of the TMP shall be executed between the City and CHRMC. Environmental review for TMP implementation was completed through the Master Plan process. The 50% SOV reduction goal calculation shall be applied to: (1) full-time, day shift employees; and, (2) part-time day shift employees in the afternoon peak for traffic in the vicinity. (1 - 6 p.m.) Adjustments for part-time employees who do not work daily shall be made by averaging the number of part-time and full-time employees over a typical five day work week, consistent with SED's methodology for calculating SOV goals. Persons who are not employed by CHRMC and are otherwise not under the control of CHRMC (e.g. University of Washington, community physicians) as volunteer and standby personnel, patients and visitors, shall be excluded from the base population. Those CHRMC employees in the base population who must use their vehicles as a regular part of their work, shall be exempted from the goal calculations.	<i>This agreement was signed on May 31, 1996, prior to issuance of the first MUP. Children's has met and is currently in compliance with this goal at 50% non-SOV participation. See Section V below.</i>
b. DCLU shall withhold approval Master Use permits for projects in Phases II and III unless the Director determines that the 50% SOV	<i>In compliance.</i>

goals has been reached or is likely to be reached by the time of the occupancy of the projects.	
5. CHRMC shall implement the public benefit measures described in Attachment A. A good-faith effort to provide reasonable, additional public benefit in each of these areas shall be considered as adequate benefit for these purposes.	<i>In compliance. See comments on attachment A, page 9 of this report.</i>
For the Life of the Master Plan	
6. Construction Phasing a. After the foundation(s) are in and the building shell(s) is (are) up for each major project, or group of projects being constructed at the same time, 6-months must elapse before demolition, excavation, foundation work or shell construction can begin on another project or group of projects. All interior, finish, and other work necessary to complete the projects(s) after the shell(s) is (are) up, will be allowed during the 6-month respite period.	<i>In compliance. Although the parking garage does not fall under the Construction Phasing requirement, excavation, foundation work, shell construction for Whale Parking Garage was completed December 2001. Excavation work for the Inpatient Wing began June 2002.</i>
7. Street Improvements a. Based upon impact evaluation and traffic study, CHRMC shall fund traffic improvements determined by the Director of Engineering to be necessary in the Sand Point Way NE/NE 45 th Street corridor and other streets in the area directly affected by the additional traffic in the proportion CHRMC contributes to the need for those improvements.	<i>See EIS Addendum for Proposed Parking Garage January 2001, transportation section pages 37-44.</i>
b. Prior to occupancy of the first major Master Plan project, CHRMC shall improve the rights-of-way with curbs, gutters, and sidewalks along the west side of 44 th Avenue NE between NE 47 th and 50 th Streets and along the south side of NE 47 th Street between 44 th and 45 th Avenues NE	<i>Completed and in compliance.</i>
c. Prior to occupancy of any major Master Plan project identified in Exhibit 13, page 21, as in the Middle Phase (years 5-10), CHRMC shall improve the rights-of-way with curbs, gutters, and sidewalks along the southeast side of Sand Point Way NE between 40 th and 41 st Avenues NE and along NE 50 th Street between 40 th Avenue NE and Sand Point Way NE	<i>First major project, Inpatient Wing, is scheduled to be complete January 2004. These improvements will be made prior to occupancy.</i>
8. Parking Structure a. CHRMC shall complete a topographic survey of the proposed parking structure site within 60 days of the approval of the Master Plan	<i>In compliance. This survey was completed and forwarded to the DCLU on 11/16/94.</i>
b. The proposed parking structure shall be constructed at or below-grade, except that it may extend no more than 3-4 feet above existing grade in the southeast corner as depicted in the FEIS. Parking may be allowed on the top, grade level portion of the structure, but no enclosed structures shall be built on top of it (fences, railings, planters, and the like may be permitted)	<i>In compliance. Whale Parking Garage meets this condition.</i>
c. CHRMC shall construct the proposed parking structure prior to occupancy of any Master Plan development which would raise the Code-specified minimum parking requirement above that of the	<i>In compliance. Parking garage project completed prior to major clinical area</i>

existing on-campus supply.	<i>project development. Garage opened for patients' use March 4, 2002. The Whale Parking Garage resulted in an increase of 411 parking spaces once operational, for a total of 1,636 spaces on-site.</i>
<p>9. RPZ</p> <p>a. CHRMC shall fund studies for RPZs in Parking Impact Areas 1 and 2 as defined in the Advisory committee's Final Report and Recommendations, after occupancy of the first major Master Plan development and upon submittal of requests by the residents in the Parking Impact Areas. If indicated by the study and approved by the neighbors, CHRMC shall pay for implementation costs and parking permits, except that CHRMC shall be required to pay for only 50% of parking permits in Impact Area 2, provided that where there is an obligation on the part of another major institution to pay part of the costs of the parking permits that CHRMC and the other institution will divide the costs equally. The Seattle Engineering guidelines and regulations for RPZs shall apply.</p>	<i>Not yet developed or requested. The MIMP Standing Advisory Committee discussed RPZ's at the January and April 2002 meetings. Background information on RPZ requirements was provided. After discussion, it was clarified that the desire of residents bordering Children's is to eliminate the two-hour parking signs in front of their homes, not to have an RPZ.</i>
<p>10. Perimeter Buffers</p> <p>a. CHRMC shall refer all landscape plans for developing/enhancing the perimeter buffers to the Master Plan Standing Committee for review and constructive comment. The Standing Committee may appoint a subcommittee to perform this function.</p>	<i>In compliance. Development of 44th NE and buffer zone was reviewed by the Standing Committee. Master Plan Standing Committee reviewed Whale Parking Garage perimeter buffer in November 2000 and in April 2002. In addition, Children's worked closely with each neighbor on 45th Avenue NE to establish a landscaping buffer specific to each of their needs –respecting views of the Olympics, while obscuring views of Children's.</i>
<p>b. No buildings shall be permitted in the perimeter buffers; railing, fences, signs and similar items may be permitted. Existing parking spaces with the buffers may remain only until the proposed parking structure is available for occupancy. Existing paved roadways through and within the buffer may remain in their present locations. Large, mature trees shall be retained where possible.</p>	<i>In compliance. No building in perimeters has occurred. Large trees and other plants have been retained where possible for landscaping of the Whale Parking Garage and the Inpatient Building. Children's will be planting</i>

	<i>additional landscaping, beyond Children's perimeter buffer, on Laurelon Terrace grounds, as part of the Inpatient addition.</i>
<p>10. c. CHRMC shall develop/enhance the proposed landscape buffers in the following order:</p> <ul style="list-style-type: none"> • Related to development of the proposed Daycare Facility, the proposed 75-ft. buffers along the entire length of abutting NE 47th Street, as well as along 45th Avenue NE sufficient to screen structure, shall be planted prior to occupancy of the facility. • The two buffers along 44th Avenue NE and the remainder of 45th Avenue NE shall remain intact until such time as the proposed parking garage is constructed. When occupancy of that garage is permitted, the proposed 40-ft. buffer along 44th Avenue NE and the remainder of the 75-ft. buffer along 45th Avenue NE shall be planted. • The Northern half of the western campus boundary buffer strip shall be planted prior to occupancy of the D and T South Wing (C Wing) Addition. 	<p><i>Not planned for development under this master plan. A Daycare Facility has been built offsite at 70th and Sand Point Way.</i></p> <p><i>In compliance. Whale Parking Garage landscaping maintains and enhances these buffers.</i></p> <p><i>Not yet developed.</i></p>
<p>11. Operational Noise</p> <p>a. CHRMC shall restrict all deliveries, garbage pick-up and other large truck trips, to between the hours of 7:30 a.m. and 6:00 p.m., except such of these trips that are made to the designated loading and unloading dock in the center of the campus core. This restriction shall not apply to medical emergency vehicles.</p>	<i>In compliance.</i>
<p>12. Daycare Facility</p> <p>a. CHRMC shall complete a topographic survey of the Daycare Facility site within 60 days of the approval of the Master Plan.</p>	<i>This survey was completed and forwarded to the DCLU on 11/16/94.</i>
<p>b. The Daycare Facility structure and outside play area shall be designed, constructed and operated so as to minimize the amount of the structure visible from the street and the amount of noise created by children playing that could reach the residences across those streets. The structure shall have a residential appearance and the ridge of the pitched roof shall not extend higher than 20-ft. above the adjacent street grade, except that the Director, in consultation with CHRMC and the Standing Advisory Committee, may determine that it is feasible to limit the height above street grade to less than 20-ft. above the street grade. If it is determined that a height of less than 20-ft. is feasible, the Director shall establish such lower height as the limit. The play area shall be located as far away from the residences across 45th Avenue NE as possible and shall be enclosed with a sound attenuating wooden fence. Outdoor play shall not be allowed prior to 7:30 a.m.</p>	<i>Not planned for development under this master plan. A Daycare Facility has been built offsite at 70th and Sand Point Way.</i>
<p>c. The Daycare Facility shall not be available for use by the general public; only children of CHRMC employees shall be permitted, except that occasional, short-term use by sibling of patients hospitalized at CHRMC may be allowed to provide temporary respite care while patient's parents are on-campus tending the</p>	<i>Not planned for development under this master plan. A Daycare Facility has been built offsite at 70th and Sand Point Way.</i>

patient.	
13. Other Conditions a. CHRMC shall report on its Master Plan as provided for in the Land Use Code.	<i>In compliance. The Master Plan Advisory Committee met on January 17, 2002, April 29, 2002, September 23, 2002 and December 5, 2002.</i>
b. CHRMC shall establish a hotline for neighbors to call regarding complaints associated with noise, air quality, traffic, or other complaints. The hotline number, and the name of the appropriate CHRMC contact person shall be posted on-site and made available to neighbors, via CHRMC neighborhood newsletters and other means as necessary to make it readily available.	<i>In compliance. The Director of Community, Government Affairs and Advocacy and the Assistant Director are available by phone and respond to calls from neighbors. When the Director and Assistant Director are unavailable, calls are routed to Security or Facilities.</i>
DEVELOPMENT STANDARD DETAILS	
1. Above-grade hand railings and sound or view-blocking fences will not be considered structures for the purposes of lot coverage.	<i>In compliance.</i>
2. With regard to floor area calculations, these exemptions apply: all gross floor area used for accessory parking and three and one-half percent (3-1/2%) of the gross floor area for mechanical equipment.	<i>In compliance.</i>

III. Major Institution Development Activity Initiated or Under Construction Within the MIO Boundary During the Reporting Period.

A. List and Describe Development Activity Initiated or Under Construction (Non-leased Activity)

A number also identifies each renovation project listed below and the location is shown on the attached campus maps.

Name of Building	Description	Proposed Use	Size - Gross Square Footage	Date Commenced or Completed
2002 New Areas Renovations (creating new space)				
No new space was created in 2002.				

Name of Building	Description	Proposed Use	Size - Gross Square Footage	Date Completed
2001 – 2002 Interior Renovations (in existing space)				
Same	4CN Cath Lab #2	Diagnostic	785 SF - #1	June 14, 2001

Same	7G Endocrinology	Offices	2,047 SF - #2	June 14, 2001
Same	3E Information Services	Offices/work bench	1,760 SF - #3	September 27, 2001
Same	5P Audiology	Clinic	2,242 SF - #4	August 13, 2002
Same	6H Clinic	Clinic	1,385 SF - #5	August 31, 2001
Same	7P Clinic	Clinic	2,015 SF - #6	Children's will not be undertaking this renovation.
Same	4G IV lab & GI Procedure	Diagnostic	1,675 SF - #7	December 31, 2001
Same	3CN / 4CN PACU renovation	Nursing/ Central Supply	13,285 SF - #8	August 13, 2002
Same	5D Renovation	Office	6,304 SF - #9	October 22, 2001
Same	5H Renovation	Office	1,320 SF - #10	August 13, 2002
Same	2B Renovation	Patient Rooms	24,830 SF - #11	December 31, 2002
Same	7I/7P Ortho Reception and Offices	Office and Waiting	2,015 SF - #12	December 10, 2001

B. Major Institution Leasing Activity to Non-Major Institution Uses

CHRMC does not currently lease space within the MIO boundary.

IV. Major Institution Development Activity Outside but within 2,500 Feet of the MIO District Boundary.

No major institution development activity has been undertaken outside but within 2,500 feet of the MIO District Boundary. Children's purchased the property at 4575 Sand Point Way NE on September 15, 2000. In 2004, Children's plans to temporarily occupy approximately half of this property for outpatient clinical services disrupted by construction. Affected tenants at 4575 Sand Point Way NE, neighborhood stakeholders, and DCLU have been notified.

V. Progress in Meeting Transportation Management Program (TMP) Goals and Objectives

- A. Provide a general overview of progress made in achieving the goals and objectives contained in the TMP towards the reduction of single-occupant vehicle use by major institution employees, staff and/or students.

Children's is in compliance with the goal of 50% non-SOV participation at 50%.

- B. In addition, list each goal and objective and provide a brief narrative statement about the progress made towards compliance. This statement should include information

explaining progress made (ranging from compliance, partial-compliance to non-compliance) and strategies used (successful or unsuccessful) in meeting the goal or objective plus, when applicable, what future measures will be pursued to reach compliance.

Children's TMP Memorandum of Agreement with the City of Seattle is attached. Children's offers most components of the program and has utilized additional approaches and refinements based on experience. Children's has reached the 50% non-SOV goal and is currently in compliance at 50% non-SOV as determined according to the Goal Calculation Methodology on page 6 of the Memorandum of Agreement:

- ***The base number of employees as defined in the goal calculation methodology adjusted for days worked was 1084 FTE's.***
- ***The base number of FTE's (1084) minus employees exempted because use of their vehicle is required for the duties of their position, 173 exempts, equals 911. Exempts were determined and updated by a current position by position analysis and include a range of functions including administration, outreach, regional services, and supporting clinical and technical functions which also relate to Children's off-site locations or other organizations in the community. Determinations of exempt positions are re-evaluated annually. The base number of FTE's and the number of exempt positions increased in 2002. Increased regionalization of services at Children's clinics in Bellevue, Everett, Federal Way, and Olympia involves pediatric specialists traveling from Children's in Seattle to these regional clinics in order to treat children closer to home.***
- ***456 FTE's are commuting by non-SOV means divided by the adjusted base number of all FTE's (911) equals 50% non-SOV participation.***

Attached is the City of Seattle Transportation Management Plan Annual Report which includes information about non-SOV commute mode split. Twenty-one percent of Children's Hospital campus day-shift staff commute by carpool, 17% by bus, 4.5% vanpool, 2.5% bike, 4% walk, 1.5 % commute by other non-SOV means including motorcycle, telecommuting, and drop off. Also attached is this year's State CTR report.

In 2003, Children's received Pacesetter Recognition from the Commuter Challenge. (Children's also received Diamond Awards from the Commuter Challenge in 2000 and 2001.) In 2002, Children's received the Governor's CommuteSmart Award, a Washington State Department of Transportation award. In 2001, Children's received a Commuter Choice Leadership Initiative award from the U.S. Environmental Protection Agency and the U.S. Department of Transportation for meeting the national standard of excellence for employer-provided commuter benefits.

Improving the program continues to be a priority and a necessity. Frequency of Metro bus service during the day to Children's has been significantly reduced since 1999. At the same time, more Children's employees are depending upon the bus to get to work. Given the lack of bus services, Children's is working to encourage alternatives such as vanpools, carpools, and biking. We have added new incentives to improve upon our non-SOV participation, including bonus vouchers, and cash payments to vanpool drivers. On an ongoing basis, Children's works to improve marketing of the program. Please see attached sheet describing new incentives, the "Oh The Ways You Can Go" brochure, and an article about Children's vanpool program.

Comments on Attachment A, Public Benefit Measures

In 2002, 40% of Children's patients were covered by the Medicaid program and Children's provided \$28 million in uncompensated and undercompensated care to our patients. Children's is currently unable to meet the demand for inpatient beds, and growth in outpatient and emergency care need has outstripped our capacity to provide services in the existing facilities.

Research is a vital component of Children's mission. Pediatric research helps Children's remain a leader in providing state-of-the-art care. Research at Children's has resulted in advances in the treatment of cystic fibrosis, craniofacial conditions, and cancer, as well as innovations in caring for chronically ill and dying children. Immunology and Infectious Diseases, Cancer, and Genetic and Developmental Conditions are the primary foci of Children's research program. Research also continues in almost every specialty throughout Children's.

Attached is the most recent Children's "Year in Review" reports as further background.

CITY OF SEATTLE

TRANSPORTATION MANAGEMENT PLAN (TMP)

ANNUAL REPORT for the period 2002

WORKSITE DESCRIPTION

Children's Hospital & Regional Medical Center

1. Building/campus name

4800 Sand Point Way NE Seattle, WA 98105-0371

2. Building/campus address/zip

same

3. Owner/developer/property manager

same

4. Official contact address/zip (if different than site)

5. Official phone number:

206-987-2000

6. Official fax number:

7. What is the primary business at this worksite?

- ☐ agriculture, forestry, fishing, mining
- ☐ finance, insurance, real estate
- ☐ construction
- XX health care**

- ☐ educational institution
- ☐ information services/software
- ☐ transportation
- ☐ retail/trade
- ☐ manufacturing

- ☐ services
- ☐ public utilities
- ☐ government
- ☐ other

8. Building Transportation Coordinator (BTC) name

Stephanie Innis

9. BTC address/zip (if different than site)

same

10. BTC phone number:

206-987-1297

11. BTC fax number:

206-987-5061

12. BTC e-mail address:

Stephanie.Innis@seattlechildrens.org

PARKING INFORMATION		
	On-Site	Remote or Satellite
13. Average number of monthly Single Occupant Vehicle permits issued:	14 (see comments on p. 4)	n/a
14. Total parking stalls provided:	1377	250
15. Numbers of carpool stalls provided:	120	0
16. Numbers of vanpool stalls provided:	17	0
17. Numbers of visitor (short-term) parking stalls provided:	372	0
18. Numbers of disabled parking stalls provided:	64	0
19. Average # of carpool permits issued each month:	0 (see comments on p. 4)	0 (see comments on p. 4)
20. Average # of carpool participants each month who work in your building/campus:	368	24
21. Average # of vanpool participants each month who work in your building/campus:	94	0
22. Average # of vanpool permits issued each month:	0 (see comments on p. 4)	n/a
23. Lowest monthly parking rate charged to any tenant:	\$ 0.00 (for alternative commute days only)	
24. Monthly Single-Occupant Vehicle Rate:	\$ 27.20	
25. Monthly Carpool Rate:	\$ 0.00	
26. Monthly Vanpool Rate:	\$ 0.00	
27. Other Relevant Parking Rates:	n/a	

SITE CHARACTERISTICS AND AMENITIES	
664,825	0
28. Gross square footage	29. % of building/campus leased
none	2296
30. # tenant companies ¹	31. total # site occupants/ employees
32. If site is a school : n/a	
33. If eligible, how many employees are TMP exempt?	173 **

¹ If site has tenant companies, attach a list with the following information for each tenant company: company name, number of employees, number of parking spaces in lease, contact name.

** Determinations of exempt positions are re-evaluated annually. The base number of FTE's and the number of exempt positions increased in 2002. Increased regionalization of services at Children's clinics in Bellevue, Everett, Federal Way, and Olympia involves pediatric specialists traveling from Children's in Seattle to these regional clinics in order to treat children closer to home.

34. Showers for bicyclists on-site: **yes** 35. Clothes lockers on-site: **yes**

36. Bike rack on-site: **yes** If yes, how many bikes can be accommodated? **120**

Location of bike racks: **There is at least one bike rack in each parking lot and employee entrance, including 3 locked cages and 7 racks.**

BUILDING OR CAMPUS'S COMMUTE MODE SPLIT SURVEY INFORMATION²

37. SOV: 50 %	38. Carpool: 21%	39. Bus: 17 %
40. Vanpool: 4.5 %	41. Bicycle: 2.5 %	42. Walk: 4 %
43. Others: 1.5 %	44. Unknown: 0 %	

**** "Others" includes telecommuting and motorcycling. ****

PROGRAM ELEMENTS/ACTIVITIES

Building Transportation Coordinator:

Required Element: The city TMP requires your organization to appoint a Building Transportation Coordinator (BTC).

45. Where is name/phone of BTC displayed? **Full contact information is available outside the Commuter Services office, on the Commuter Services webpage, via online and telephone directories, in all new-hire packets, and on all pay stubs.**

Promotions/Marketing:

Required Element: The TMP requires distribution of information to promote HOV commuting. Attach a printed piece from each activity below that was implemented:

46. Do you provide HOV commute information to tenants? **yes**

47. If yes, what types of commute information and how often are they distributed?

To accommodate a diverse staff with varying shifts, Children's provides commute information via several media. Our Commuter Services Coordinator works closely with an in-house Communications

² Use data from your building's most recent commuter survey results. The sum of all commute modes should equal 100%.

Specialist and outside marketing consultants to enhance our communications regarding commute alternatives and incentives. (See attached materials.)

Routine information is available via an extensive program brochure, two large transportation boards, an extensive Commuter Services webpage, new hire orientation, and regular office hours, including extended hours to accommodate evening and night shift staff. Periodic promotions and updates are distributed via Children's weekly InHouse newsletter (electronically and in print), central email broadcasts, presentations at staff meetings, participation in several administrative committees, and an annual transportation fair.

48. Last transportation fair held: **February 18, 2003**

TMP Program Elements:

Your TMP requires your site to implement measures designed to reduce SOV commuting, some of which may be listed below. Please refer to your TMP for specific requirements. Note all elements that have been implemented and offered to site occupants (please also include any that are in addition to those required) below:

49. Guaranteed Ride Home Program: **yes**

50. Transit Fare Subsidy: **yes**

Monthly subsidy amount: **\$ 44.92 (average amount of 100% subsidy)**

Average # of transit subsidies provided each month: **119**

51. Other Incentives (please describe; attach an additional sheet if necessary):

Children's is proud of its diverse alternative commute program as well as its incentive program. Children's regular incentives include an hourly bonus for the following commute modes: bicycling, walking, telecommuting, motorcycling, and carpooling. In addition, bicyclists receive an annual subsidized on-site bike tune-up. Carpools receive free parking in addition to their hourly bonus, and vanpool riders receive free covered on-site parking and a fully subsidized vanpool fare. In addition, vanpool drivers receive a quarterly bonus of \$250. Finally, anytime a full-time SOV commuter incorporates an alternative commute mode, they receive \$25 in Commuter Bonus Plus Vouchers. Periodic promotions include quarterly drawings for all alternative commuters.

Comments:

Comment on parking permits:

Children's maintains six parking lots for employees and visiting medical staff, and three lots for patients and visitors. Employee parking lots include an open off-site lot monitored by tracking

license plate numbers, five lots accessed and monitored with a proximity card system, and an open lot for medical residents and fellows monitored via parking permits. Parking assignments are based on shift, seniority, and positions and compliance with Children's parking policy is a condition of employment. Parking lots, traffic flow, and neighborhood parking are monitored by a full-time Parking Officer and supported by security staff.

COMMITMENT STATEMENT

I am the Building Transportation Coordinator and certify that the information provided is true.

Building Transportation Coordinator Name (please print)

Building Transportation Coordinator signature

Date

Mail your completed report to the address below. You may fax your report in order to meet your deadline. However, you must follow up by mailing the original.

Fidel Alvarez
Seattle Department of Transportation
700 5th Avenue, Suite 3900
Seattle, WA 98104

Fax: 470-6937
Phone: 684-7576

CTR Annual Report (Year 2003)

Worksite Description

1 Worksite CTR ID: **E82800**
2 Organization Name: **Children's Hospital & Regional Medical Centers**
3 Worksite/Branch:
4 Worksite Physical Address: **4800 Sand Point Way NE**
5 City: **Seattle**
6 State: **WA**
7 Zip: **98105**
8 ETC name: **Stephanie Innis**
9 ETC title: **Commuter Services Coordinator**
10 ETC phone: **206-987-1297**
11 ETC mailing address: **PO Box 5371 Mail Stop 5H-1**
12 Email address: **stephanie.innis@seattlechildrens.org**
13 Fax: **206-987-5061**
14 Program manager name: **same as ETC**
15 Title:
16 Phone: Extension:
17 Program manager address:
18 E-mail address:

Employee Information

19 Total number of employees: **2382**
20 Total number of CTR-affected employees: **442**
21 Is your CTR program offered to all employees? **Yes**
22 Is your CTR program subject to collective bargaining? **No**
23 Does this worksite have multiple shifts? **Yes**
If yes, describe: **Multiple and rotating shifts, 24 hours a day.**

ETC Information

Required Element:

State law requires your organization to appoint an employee transportation coordinator (ETC), prominently post the ETC's name, location and phone number for your employees, distribute information at least once a year to employees regarding alternatives to single-occupant-vehicle commuting, and implement a set of measure designed to achieve Commute Trip Reduction goals. Some local ordinances may have additional requirements.

24 Is the ETC's name, location and telephone number prominently displayed at this worksite? **Yes**
Where?

The ETC contact information is available via several media: listing in staff directory (both online and telephone), Commuter Services webpage on Children's intranet, with commute information in our weekly InHouse newsletter, and at the Commuter Services office.

25 Has the ETC completed a program developer/ETC training course? **Yes**

26 What month and year did this person begin serving as an ETC?	11/ 2002
27 On average, how many hours per week does the ETC spend on CTR activities?	40 Hours
28 Does the ETC have an active worksite committee to assist with the CTR program?	No

Program Information and Promotion

	<i>Do you do this?</i>
29 Distribute a summary of your worksite's CTR program to employees?	Yes
30 Provide information about the worksite CTR program during new employee orientations or in hiring packets?	Yes
31 Provide information via a commuter information center?	Yes
32 Post CTR promotional materials for employees?	Yes
33 Give CTR presentations to managers?	Yes
34 Give CTR presentations to employees, excluding new hire orientations?	Yes
35 Conduct transportation events/fairs and/or participate in county/state CTR promotions/campaigns?	Yes
36 Send electronic mail messages about the CTR program?	Yes
37 Publish CTR articles in employee newsletters?	Yes
38 Distribute CTR information with employee paychecks?	Yes
39 Conduct an employee ridematch campaign?	Yes
40 Publish and update an employee CTR website?	Yes
41 What changes to program information and/or promotions, if any, are anticipated in the next 12 months?	

Children's has integrated Flexcar into its CTR program at a separate site; based on the success of this program, we may add a Flexcar to this CTR site in 2003. We also plan to integrate our employee database with a GIS application to facilitate internal ridematching and neighborhood-specific marketing of CTR program elements. Finally, we will place additional emphasis on Children's generous CTR program benefits in recruiting materials.

Worksite Characteristics

42 What is the primary business at this worksite?	Health care
43 Is this employer a government or non-profit organization?	Yes, non-profit

Are any of the following facilities located on site or within 3 blocks of this worksite and accessible to employees?

<u>On Site?</u>	<u>Within 3 Blocks?</u>
------------------------	--------------------------------

44 Bus stop(s)?	Yes	Yes	
45 Ferry terminal?		No	No
46 Bike trail or lane?		No	Yes
47 Sidewalks or pedestrian trails?	Yes	Yes	
48 Train (Rail) station?		No	No
49 Shopping?		No	Yes
50 Restaurants/Cafeteria?	Yes	Yes	
51 Child care?	No *	Yes	
52 Cash machine/bank?	Yes	Yes	

***In April 2203, Children's will open an employee childcare center approximately one mile north of the our main site, accessible via employer-provided shuttle.**

Worksite Parking Information and Parking Management

Parking costs include items such as leasing costs, security, maintenance and signage.

		<u>On site</u>	<u>Off site</u>
53 How many total parking spaces does this worksite have for employee use that are controlled by the employer?	843	250	
54 How many of the total parking spaces identified above are leased?	0	250	
55 How many of the total parking spaces identified above are reserved for HOV (carpool/vanpool) parking?	137	0	
56 If you charge for parking, how much do your employees pay, on average, per month for an employer owned parking space?	\$27.20	\$0.00	
57 If you charge for parking, how much do your employees pay, on month for an employer leased parking space?	\$27.20	\$0.00	average, per
58 How much does your organization pay per month per leased parking space (estimated)?		\$0.00	\$8.30
59 Are spaces, other than those provided by the employer, available within 3 blocks of the worksite?		No	
60 If you charge for parking, do any of the proceeds from your parking charges go to your CTR program?		Yes	

How Much Do You Charge Employees For:

61 Reserved or priority parking for carpools?	\$0.00
62 Reserved or priority parking spaces for vanpools?	\$0.00
63 Parking charge for single occupant vehicles?	\$27.20
64 How many SOV spaces were eliminated in the past 12 months?	0
65 Briefly explain how you manage and monitor your worksite parking program below or attach additional sheets if necessary.	

Parking assignments are based on shift, seniority, and position. Access to on-site lots are controlled by a proximity card access system. Off-site lots and neighborhood parking are monitored for employee compliance and security by a full-time Parking Officer and 24-hour security staff.

66 What changes to parking information and management, if any, are anticipated in the next 12 months:

Future construction may require some staff to be temporarily re-assigned to an off-site parking area.

Financial Incentives and Subsidies

Identify the monthly subsidies the employer pays per participating employee.

	Do you offer?	Average monthly subsidy paid per employee
67 Transit(bus)subsidy	Yes	\$ 44.92
68 Ferry subsidy	Yes	\$ 125.87
69 Vanpool subsidy	Yes	\$ 67.63
70 Carpool subsidy/incentive	Yes	\$ 24.00
71 Walking subsidy/incentive	Yes	\$ 24.00
72 Bicycling subsidy/incentive	Yes	\$ 24.00
73 Train(Rail)subsidy	Yes	\$ 139.50
74 Flexpass/Other contracted pass program	No	\$ 0.00
75 Other transportation allowances/stipend	Yes	\$ 24.00
76 Opportunity for CTR participants to receive cash or prizes, paid leave, other incentives	Yes	

Explain:

Children's subsidizes 100% all bus, vanpool, ferry, and train fares for alternative commuters. An hourly bonus is paid for bicycling, walking, carpooling, telecommuting, and motorcycling. Vanpool drivers receive a quarterly bonus of \$250. All CTR commuters are eligible for quarterly drawings.

77 Has this employer received a tax credit or grant for ridesharing subsidies? **No**

78 Do you allow employees to set aside a portion of their-pre-tax income for the purpose of purchasing a transit or vanpool pass? **No**

79 What changes to incentives and subsidy programs, if any, are anticipated in the next 12 months:

We do not anticipate any changes in the next 12 months.

Site Amenities

	Do you offer?
80 Covered spaces, cages, racks, or lockers for bicycles	Yes
81 Uncovered spaces or racks for bicycles	Yes
82 Clothes lockers	Yes
83 Showers	Yes
84 On-site loading/unloading zones or shelters for non-SOVs	Yes

85 What changes in site amenities, if any, are anticipated in the next 12 months:

Several SOV parking spaces will be converted into additional vanpool and bicycle parking to accommodate these fast-growing populations. A new daycare facility housed in our nearby administrative building will open in April 2003. In January 2004, a new patient care building will open at Children's that will also feature several employee amenities including secure, covered storage for 100 bicycles, new locker and shower facilities, an exercise room, and several telecommuting stations.

Work Schedules and Schedule Changes

Compressed Work Week

86 Does your organization offer compressed work week schedules?
used to support your CTR program?

<u>Schedule(days/hours)</u>	<u>Yes</u>	<u>No</u>
3/36	Yes	
4/40	Yes	
9/80	Yes	
other	No	

If other, please explain: n/a

Flex Time and Telework

87 Does your organization offer flex time (allow employees to vary their start and end times)?

Yes

88 Does your organization allow employees to eliminate a commute trip by working at home, a telework center, or satellite office?

Yes

Schedule Changes

89 Has your organization modified work schedules to that some or all employees who formerly arrived at work between 6 and 9 a.m. are now scheduled to begin work outside the 6 to 9 a.m. peak commute window?

No

If yes, when did the shift change(s) occur? n/a

If yes, how many employees' schedules were changed? n/a

90 Was the shift change identified as an element of the worksite's approved CTR program for a previous year?

No

If yes, in what year(s) was this a CTR program element?

91 Did the shift change occur because of impacts directly associated with the Growth Management Act of 1990?

No

If yes, please explain:

92 Do you plan to modify some or all employees work schedules within the

next 12 months?
If yes, please explain: **n/a**

No

Other Programs

Fleet Vehicles

93 Does your organization offer employer provided vehicles for any of these purposes?

- | | | |
|------------------------------------|------------|-----------|
| (a) Guaranteed/emergency ride home | No | |
| (b) Vanpooling | | No |
| (c) Carpooling | No | |
| (d) Work-related business trips | Yes | |
| (e) Non-work-related errands | No | |

Other Services Available at the Worksite

94 Are the following services available at your worksites?

- | | |
|--|------------|
| (a) Employer-provided shuttle or custom bus or van | Yes |
| (b) Guaranteed/emergency ride home program | Yes |
| (c) Employer-provided bicycles | Yes |
| (d) Internal ridematch service | Yes |
| (e) Flexcar or other shared car program | No |

95 What changes to programs listed above? if any, are anticipated in the next 12 months:

Based on the popularity of a Flexcar located at another Children's site, we are considering bringing another Flexcar to this site to promote participation in our CTR program. In addition, we plan to replace some of our older larger fleet vehicles with newer, more fuel efficient vehicles. Finally, to kick off Bike to Work month, we will provide subsidized on-site bicycle tune-ups and free bicycle safety tutorials.

Other CTR Activities or Program Elements

If your organization conducts or plans to conduct other CTR activities that are not covered in this report, please describe these activities below: **Nothing to report at this time.**

Report Preparation

96 Identify the individual(s) responsible for completing this Employer Annual Report & Program Description

Employee Transportation Coordinator

Stephanie Innis

If other, please provide the following information: **n/a**

97 name:

98 title:

99 organization:

100 telephone:

101 fax:

102 e-mail address:

Employer Commitment

I understand that our worksite is required by the city and/or county in which we are located to submit an Employer Annual Report and Program Description and to implement the program it describes. These actions comply with Washington State's Commute Trip Reduction (CTR) Law.

I am aware that the goal of this program is to reduce our employees' drive-alone travel to this worksite. I am also aware that our worksite is required to make a good faith effort to achieve the single occupant vehicle (SOV) and vehicle miles traveled (VMT) reduction goals. The CTR Law defines a good faith effort as one that includes meeting the minimum requirements outlined in the law and local ordinance, working collaboratively with the jurisdiction CTR representative, and continuing an existing CTR program or making program modifications likely to result in improvements over an agreed upon length of time.

I have reviewed the referenced document and I commit to the implementation of all the elements listed and submitted for your approval. I will ensure that the jurisdiction is notified if information in the document changes.

103 signature of CEO or highest ranking official at the worksite:

104 date:

105 name (please print):

106 title: **CEO, Children's Hospital & Regional Medical Centers**

107 mailing address of person who signed this form:

4800 Sand Point Way NE

Seattle, WA 98105-0371

108 phone: **206-987-2044**

109 fax: **206-987-3830**

110 email: **jeff.sconyers@seattlechildrens.org**